



JOB DESCRIPTION

NAME:

TITLE:

REPORTS TO:

DATE:

Registrar
Assistant Principal for Student Services
October 2025

Check applicable interactive boxes below:

☐ Exempt ☒ Non Exempt ☒ Full-Time ☐ Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

This position is responsible for the maintenance of student records. The person in the position manages the Veracross and Magnus Health databases, builds and manages the master schedule in collaboration with the Assistant Principal for Student Services, maintains transcript and enrollment data, and assists with schedule and grade changes. This position also supports various school events including, but not limited to, Curriculum Night, Freshmen Registration, and Parent/Teacher Conferences. The position also performs a variety of other administrative tasks including certain communications related to enrollment and registration, providing support in the main office in the absence of the Administrative Assistant, and other duties as assigned.

Essential Functions/Responsibilities:

- 1. Manages student and faculty information in the School Information System (currently Veracross):**
 - a. Ensures student and family information is accurate and complete, and student course information, course schedules, co-curricular participation, and other such information is accurately maintained in the School Information System.
 - b. Processes class transfers within school guidelines and advises staff and faculty as appropriate.
 - c. Checks and finalizes student schedules after master scheduling is complete.
 - d. Prepares Veracross for enrollment and scheduling processes.
 - e. Manages Veracross processes and reports that include start and end of year and semester changes.
 - f. Prepares and distributes report cards.
 - g. Gathers faculty and staff information as appropriate and updates Veracross with accurate information.
 - h. Manages access to Veracross which includes assigning usernames and passwords to new parents.
 - i. Enters new student data and all test scores into Scoir college app.
 - j. Creates reports as needed from Veracross.

2. **Manages student information in Magnus Health software application:**
 - a. Works with Assistant Principal and Athletic Director to ensure necessary health related information is being collected from families in a timely and efficient manner and verified for accuracy. This is for school enrollment and participation in athletics.
 - b. Supports uses of Magnus throughout the year to collect additional information from families to support all school activities.
3. **Supports school activities across a variety of areas:**
 - a. Supports the enrollment and registration process as needed in partnership with the respective school departments.
 - b. Assists with publication of course catalog, graduation program and other publications related to course and student information.
 - c. Assists as needed with reporting to the Archdiocese and state of Washington as it relates to student records.
 - d. Maintains student transcripts and sends as requested.
 - e. Ensures emergency backpacks have updated class rosters at all times.
 - f. Assigns students to Houses and Mentor Groups with direction from House Director.
 - g. Prepares awards for academic honors.
 - h. Acts as back-up for the Administrative Assistant when that person is at lunch or needs to be away from their desk.
 - i. Completes other duties as needed throughout the school year.

PART II. Minimum Qualifications – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

Minimum Education Required - Check one box:

☐ HS Diploma ☒ Associate Degree ☐ BA/BS ☐ Masters ☐ PhD/MD

Preferred related field for degree: NA

Level of experience/education that will be considered in lieu of a degree: 3-5 years in a similar position

Professional License/Certification Required: NA

Minimum Experience/Skills/Competencies Required: Strong written and verbal communication; ability to maintain confidentiality; ability to work with a diverse population; ability to multi-task

Technical Skills Required: General computer skills, knowledge and ability to use Office 365, adept at learning a variety of software applications, proficient at working with database systems. Prior Veracross use would be preferred.

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		x		
Bending		x		
Standing		x		
Stooping		x		
Sitting				x
Climbing	x			
Driving		x		
Traveling	x			
Extended hours and/or nights and weekends as needed		x		
Lifting up to 50 lbs. with or without assistance		x		
Lifting over 50 lbs. with assistance	x			
Stretching/reaching			x	
Distinguish smell/temperature	x			
Hearing				x
Seeing				x
Speaking and communicating effectively with all people including some with diverse backgrounds				x
Operating computer and standard office equipment				x
Hand/finger dexterity				x
Motor skills and hand-eye coordination				x
Exposure to hazardous materials	x			
Exposure to outside activities that could include extreme temperatures or inclement weather	x			
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Salary: Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. The salary range for this position is \$31.25/hour to \$38.50/hour.

Benefits: A comprehensive package of benefits is offered including medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.